

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(Expires 01/21/2016)

Suggested Basin Study Checklist

The Suggested Basin Study Checklist provided below is intended to be used as a management tool by study managers/regional coordinators.

Basin Study Name: _____

- ☐ Memorandum of Agreement with study partner(s) signed and dated;
- ☐ Plan of Study approved by the Policy and Administration Office (Policy Office);
- ☐ Study fact sheet sent to Policy Office, date sent _____;
- ☐ Prepare basin study Web site ____ (alert Policy Office of the Web address);
- ☐ Semi-Annual report preparations:

First Study Year -

_____ 1st report, date sent _____
_____ 2nd report, date sent _____

Second Study Year -

_____ 1st report, date sent _____
_____ 2nd report, date sent _____

Third Study Year -

_____ 1st report, date sent _____
_____ 2nd report, date sent _____

- ☐ Cross-Check Point: Do you need to request a study extension? If so, coordinate with the Policy Office and get your regional director's office engaged:

_____ Letter from regional director sent to the Policy Office

- ☐ End of Study Check:

[60 days out]

_____ Data compilation complete
_____ Stats and facts complete
_____ Pictures and graphs finalized
(Note: Use only pictures you have permission to use.)
_____ Technical writer review complete

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[45-days out]

_____ Informal Policy Office review, 30 day review period

_____ Draft press release with Policy Office and Denver Public Affairs

[] Upon completion of Policy Office review, brief regional director and prepare transmittal memo _____

[] Regional director memorandum sent to Director, Policy and Administration _____

[] Coordinate with Policy Office for Commissioner's Office briefing _____

[] Coordinate with Denver Public Affairs Office for final press release _____

[] Apprise your regional public affairs office and Denver Public Affairs Office if you get any media inquiry.

Notes: